

Approved For Release 2000/08/22 : CIA-RDP61-00391R000100020039-6

~~SECRET~~

OFFICE OF THE CHIEF, GRA

10 OCT 1958

Slot	Grade of Slot	Person	Grade of Person on Slot	Duties
Geographer(Chief) F-127	GS-16	25X1A9a	GS-16	Formulates policy, coordinates activities of interest to GRA w/other gov't agencies & CIA components, and gives assistance to programing of the three GRA Divisions.
Geographer (Spec.Ass't) F-974	GS-14		GS-14	Assists Ch/G/RR in policy development, coordination and conducts staff support work.
Admin. Ass't F-975	GS-8		GS-8	Administrative support and secretarial support to SA/Ch/G/RR
Secretary(Steno) F-884	GS-8		GS-8	Secretarial Support
Courier F-886	GS-5		GS-5	Full-time GRA courier servicing, ORR, GRA, PIC and other government agencies.


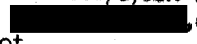
~~SECRET~~

Approved For Release 2000/08/22 : CIA-RDP61-00391R000100020039-6

F: 04M-5

SECRET

Office of the Chief, GRA  
Information Control Section

Slot	Grade of Slot	Person	Grade of Person on Slot	Duties
Info. Control Ass't F-591	GS-9		GS-9 25X1A9a	Supervises activities of Info. Control Staff. Establishes routing on documents rec'd in D/GL and maintains processing information on enclosures to these documents. Coordinates reproduction and translation requirements for D/GL. Maintains liaison between the Agency and AMS for borrowing books and documents. Establishes and maintains contact with key Department of State persons for purpose of getting maps and enclosures sent in from the field.
Info. Control Ass't F-592	GS-7		GS-7	Prepares material for shipment, maintains registry logs, makes internal distribution of mail, prepares monthly statistical report and makes automatic distribution of ATMP material.
Info. Control Clk F-632	GS-6		GS-6	Distributes to desk officers map exchange program material and maintains logs concerned. Separates, lists, wraps and transmits material to foreign and domestic agencies participating in map exchange program. Makes primary distribution of NIS base maps.
Info. Control Clk F-1220	GS-5		25X1A9a	REASON: Request sent in to St/A asking for this slot to be downgraded to GS-4 and re-established as an Ass't Courier-clk slot to OCh/G/RR. Memo fwded to St/A 29 May 1958.  GS-4 to be reassigned to this slot.
Clerk F-1221	GS-4		GS-4	Maintains D/GL Info. Control files & lends assistance to anyone needing help in this unit. $\frac{1}{2}$ of his time. The other $\frac{1}{2}$ is spent assisting GRA courier

NOTE: This slot no longer exists. Cancelled by official T/O action 17 April 1958.